



## CHAPTER 3

# Locating Consultants

---

Locating sufficient numbers of service contractors to ensure competition is both rewarding and essential to success.

## 3.1 Sources

---

Consultants may be located using many sources:

- *Responses to a published legal notice (required for personal service contracts of \$20,000 or more)*
- *Agency consultant listings or bidder's lists*
- *Office of Minority and Women's Business Enterprises directory*
- *Internet*
- *Trade journals and periodicals*
- *Professional societies and associations*
- *Telephone book*
- *Master personal service contracts issued by the General Administration and Department of Personnel*

The directory of certified women and minority owned businesses is updated at least quarterly. Agencies can view this database on the web at:

<http://www.omwbe.wa.gov/directory/directory.htm>

or contact OMWBE directly at (360) 753-9693.

## 3.2 Large Firms Versus Small Firms

---

There are large consulting firms, small consulting firms, and sole proprietors. Large firms generally have a wider variety of technical resources and support services, but they often have higher overhead and higher fees. Small firms and sole proprietors generally devote more of themselves and their talents to the client (the agency). Your agency may be their principal or only client at the time. Yet in a small firm there is also the potential of not receiving as broad a level of technical support as one might need for a project. The choice will depend on the particular assignment or project and its complexity and scope.

### 3.3 Advertising and Sample Legal Notice

---

*Advertisement of a personal service competitive solicitation of \$20,000 or more must be placed in a major, daily newspaper for at least one day.*

Agencies are required to advertise in a major daily newspaper whenever a personal service competitive procurement is \$20,000 or greater. Publishing a legal notice makes the existence of the procurement known to the public and maintains the integrity of the competitive process. The ad is to describe the scope of work clearly enough so that potential bidders can make an informed decision as to whether to request the solicitation document.

A legal notice for competitive procurements of \$20,000 or more is **required** to be published in one major, daily newspaper in Washington for a minimum of one day. The newspapers that satisfy this requirement are the Daily Journal of Commerce, the Seattle Times, the Seattle Post Intelligencer, the News Tribune, and the Wall Street Journal. The advertisement may also be placed in the media appropriate to the type of procurement, such as trade journals. The Daily Journal of Commerce is particularly recommended for legal notices as it reaches a broad spectrum of the consultant community.

Legal notices are distinguished from public notices in that they are paid advertising and are printed in the "Legal Notices" section of classified advertising. The number of newspapers and duration of the advertisement will depend on the complexity of the procurement, time frame of the project, and availability of qualified consultants, but one day is required in a statewide newspaper as indicated above.

An abbreviated list of daily and weekly publications is included for reference:

Daily Journal of Commerce  
PO Box 11050  
Seattle, WA 98111  
Phone: (206) 622-8272  
FAX: (206) 622-8416  
E-mail: [legals@dj.com](mailto:legals@dj.com)

Seattle Post Intelligencer  
PO Box 1909  
Seattle, WA 98111-1909  
Phone: (206) 448-8000  
FAX: (206) 515-5595

## LOCATING CONSULTANTS

Seattle Times  
PO Box 70  
Seattle, WA 98111  
Phone: (206) 464-2111  
FAX: (206) 515-5566

Spokesman Review  
PO Box 2160  
Spokane, WA 99210  
Phone: (509) 456-7355  
FAX: (509) 459-5156

News Tribune  
PO Box 11000  
Tacoma, WA 98411  
Phone: (253) 597-8742  
FAX (253) 552-7042

The newspapers previously listed satisfy the requirement of a major, daily newspaper for advertising competitive personal service procurements of \$20,000 or more.

The following list includes various other newspapers including minority newspapers.

Yakima Herald-Republic  
114 N 4<sup>th</sup> Street  
PO Box 9668  
Yakima, WA 98901  
Phone: (509) 577-7741  
(800) 343-2799  
FAX: (509) 577-7766  
E-mail: [legals@yakima-herald.com](mailto:legals@yakima-herald.com)

Wenatchee World  
14 N Mission Street  
PO Box 1511  
Wenatchee, WA 98807  
Phone: (509) 663-5161  
FAX: (509) 665-1182

The Columbian  
PO Box 180  
Vancouver, WA 98666-0180  
Phone: (360) 694-3391  
(800) 743-3391  
FAX: (360) 699-6033

## GUIDE TO PERSONAL SERVICE CONTRACTING

Tri-City Herald  
PO Box 2608  
Tri-Cities, WA 99302  
Phone: (509) 586-6181  
(800) 874-0445  
FAX: (509) 582-1453

### Minority newspapers include:

The Skanner  
PO Box 94473  
Seattle, WA 98124  
Phone: (206) 233-9888  
E-mail: [seattle@theskanner.com](mailto:seattle@theskanner.com)

The Seattle Medium  
2600 S Jackson Street  
Seattle, WA 98144  
Phone: (206) 323-3070  
FAX: (206) 322-6518

Seattle Chinese Post/NW Asian Weekly  
412 Maynard Avenue S  
PO Box 3468  
Seattle, WA 98114  
Phone: (206) 223-5559  
FAX: (206) 223-0626

State agencies may also advertise in the Federal Commerce Business Daily, if the project is federally funded. Agencies are encouraged to use the Internet to search for contractors who may provide the services they seek. Agency bidder's lists may be used in addition to advertising the project, but not as a substitute for advertising.

An exception to advertising in a major daily newspaper is allowed when the contract services will be provided entirely outside of Washington, Oregon and Idaho, or when they are provided outside the United States. *Example:* out-of-state taxpayer audits or trade representatives in a foreign trade office.

RCW 39.29.018 also requires advertising of sole source personal service contracts in the amount of \$20,000 or more. A sole source ad may be placed in a regional or statewide newspaper. This additional step publicly announces the sole source procurement and provides verification to the agency that no other sources are available to provide the particular service.

STATE OF WASHINGTON  
(AGENCY NAME)

# LEGAL NOTICE

The (Agency Name) will issue a Request for Proposals (RFP) to:

---

---

---

The estimated length of the project is: \_\_\_\_\_.

Approximately \$\_\_\_\_\_ is available for this project. *(NOTE: optional term)*

The Request for Proposals will be issued on or about (Date). Proposals are due by 4:30 p.m., local time, on (Date) in the office at the address listed below.

Washington State is an equal opportunity employer and minority and women-owned businesses are encouraged to reply.

If applicable, the legal notice, RFP and any addenda will be posted on the (Agency Name) website at: (Website address).

For further information and to obtain a copy of the Request for Proposals contact:

Agency Name \_\_\_\_\_

Attention: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Note: If there is a Notice of Intent to Bid deadline, this should also be stated in the Legal Notice.

### 3.4 Contractor's Washington Business License

---

*Contractors doing business in Washington State should obtain a Washington State business license.*

As a prerequisite to doing business within Washington State, a business enterprise, whether an individual, partnership or corporation, must obtain a Washington business license, with few exceptions. Washington has a convenient, one-stop system that provides for ease of registration through a master application. The master application may be obtained and returned to one of several Unified Business Identifier (UBI) service locations around the state. Potential contractors can check their local phone books for the Washington State listings for the Departments of Revenue, Labor and Industries, and Employment Security in their area or contact the Department of Licensing's Master License Service office in Olympia:

Department of Licensing  
Master License Service  
405 Black Lake Boulevard, Bldg. 2  
PO Box 9034  
Olympia, WA 98507-0934  
Telephone: (360) 664-1400

You may obtain additional information about the master application through the Department of Licensing's Internet site: <http://www.wa.gov/dol/bpd/buslic.htm>. Upon completion of the master application, the business is assigned a Unified Business Identifier (UBI) number. The UBI number is a nine-digit number that is assigned to the business and identifies the state tax registration number; the industrial and unemployment insurance accounts (if the business hires employees); the corporate, limited partnership, limited liability company or limited liability partnership registration issued by the Office of the Secretary of State; and the business trade name registration.

In general, any person acting in an independent capacity to perform personal services in this state must have a UBI number before conducting any work. Businesses so registered are required to pay business and occupation (B&O) taxes based on revenue generated as a result of performance of such services, when their revenue exceeds \$24,000 per year.

Exceptions to this rule exist. Out-of-state contractors do not require a business license when the services are provided entirely outside of Washington State. For other exceptions or clarification regarding the requirements for B&O taxes, contact the Washington State Department of Revenue at (800) 647-7706.